

INDIVIDUAL TRAINING STANDARDS

1. General. This enclosure contains all of the ITSs for this OccFld, grouped by MOS. Each MOS is contained in a separate Appendix to Enclosure (6).

2. Format. For each ITS, the following elements of information are provided:

a. TASK. The task describes a specific and necessary behavior expected of a Marine in a particular MOS or billet. It is a clearly stated, performance-oriented action requiring a learned skill. Skills that "make" a Marine or qualify that Marine for the appropriate MOS are designated as "CORE." Those advanced skills that are mission, grade, or billet specific are designated as "CORE PLUS."

b. CONDITION(S). This portion of the ITS describes the equipment, manuals, assistance/supervision, special physical demands, environmental conditions, and location affecting a Marine's performance of the task under real-world circumstances.

c. STANDARD(S). This portion of the ITS describes the level of proficiency to which the individual must perform the task.

d. PERFORMANCE STEPS. Collectively, the performance steps represent the logical sequence of actions required of the Marine to perform the task to standard. These actions are typically detailed in the references.

e. INITIAL TRAINING SETTING. All ITSs are assigned an initial training setting that includes a specific location for initial instruction [Functional Learning Center (FLC) or Managed On-The-Job Training (MOJT)], a sustainment factor (number of months between evaluation or retraining to maintain the proficiency required by the standard), and a "Required By" grade (the lowest grade at which task proficiency is required).

f. REFERENCE(S). References are doctrinal publications, technical manuals, and other publications upon which the ITS and its performance steps are based. They should be readily available and provide detail to the procedures that are only summarized in the performance steps.

g. TRAINING MATERIEL (Optional). Training materiel includes all training devices, simulators, aids, equipment, and materials [except ammunition, distance learning (DL) products, and performance support tools (PST)] required or recommended to properly train the task under the specified conditions and to the specified standard. Mandatory items are preceded by an asterisk(*).

h. AMMUNITION (Optional). This table, if present, depicts the ammunition, explosives, and/or pyrotechnics required for proper training of the ITS.

i. DISTANCE LEARNING PRODUCT(S) (Optional). This section includes a list of any currently available or planned DL products designed to provide training related to this task.

j. PERFORMANCE SUPPORT TOOL(S) (Optional). This section includes a list of any currently available or planned PSTs designed to provide training related to this task.

k. ADMINISTRATIVE INSTRUCTIONS (Optional). Administrative instructions provide the trainer/instructor with special required or recommended circumstances, including safety precautions, relating to the training or execution of the task. These instructions may also clarify the meaning of the task.

MOS 0699, COMMUNICATIONS INFORMATION SYSTEMS CHIEF

DUTY AREA 01 - COMMUNICATION INFORMATION SYSTEMS SUPPORT PLANNING

For a complete MOS 0699 task list, add appropriate grade-level tasks from MOS 0600, BASIC COMMUNICATION INFORMATION SYSTEMS MARINE to the following tasks.

TASK: 0699.01.01 (CORE) DRAFT COMMUNICATIONS INFORMATION SYSTEMS (CIS) PLAN

CONDITION(S): Provided a task organization, concept of operations, and references.

STANDARD(S): To ensure reliable, secure, fast and flexible communication, per the references.

PERFORMANCE STEPS:

1. Analyze CIS requirements.
2. Coordinate CIS requirements.
3. Employ Tactical Network Analysis and Planning System (TNAPS) for network design and engineering.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: MSgt

REFERENCE(S):

1. Applicable Technical Publications/Manuals
2. CJCSM 6231, Joint Tactical Communication Systems Manuals
3. DCAC 310-130-1, Defense Communications System Telecommunications Service Requests
4. DOI-103, DSSCS
5. JCTC3A SPEC 9115, Technical Interface Specifications for DSN to Tactical Analog Gateways
6. JT PUB SERIES 6-05, Manual for Employment of Joint Tactical Communications
7. JTC3A HDBK 8000, Joint Connectivity Book
8. MCWP 6-22, Communication and Information Systems
9. NWP-4, Basic Operational Communications Doctrine

TASK: 0699.01.02 (CORE) CONDUCT CIS SITE SURVEY

CONDITION(S): Provided planning documents and references.

STANDARD(S): To ensure reliable, secure, fast and flexible communication, per the references.

PERFORMANCE STEPS:

1. Conduct map reconnaissance.
2. Conduct CIS site survey.
3. Submit site reconnaissance report.

INITIAL TRAINING SETTING: FLC Sustainment: 6 Req By: MSgt

REFERENCE(S):

1. Applicable Technical Publications/Manuals
2. MCWP 3-1, Ground Combat Operations
3. MCWP 6-22, Communication and Information Systems

TASK: 0699.01.03 (CORE) REVIEW AUTOMATED MESSAGE SYSTEM PLAN

CONDITION(S): Provided a task organization, the concept of operations, and references.

STANDARD(S): To ensure reliable, secure, fast and flexible communication, per the references.

PERFORMANCE STEPS:

1. Validate message routing plan.
2. Validate communication center Emergency Action Plan (EAP).
3. Validate communication guard shift.
4. Validate Defense Message System (DMS) Integration plan.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: MSgt

REFERENCE(S):

1. Applicable Technical Publications/Manuals
2. Appropriate Common Source Reference File (CSRF) Instructions
3. Defense Information Systems (DISA) circulars
4. ACP-121, Communications Instructions - General
5. ACP-131, Communications Instruction - Operating Procedures
6. CJCSM 6231, Joint Tactical Communication Systems Manuals
7. JANAP 128, Automatic Digital Network (AUTODIN) Operating Procedures
8. JT PUB SERIES 6-05, Manual for Employment of Joint Tactical Communications

9. NTP-4, Naval Telecommunications Procedures/Fleet
10. TM 07737B-10/1, Systems Operation Manual, Communications Central AN/MS-63

TASK: 0699.01.04 (CORE) MANAGE CIS ADMINISTRATIVE FUNCTIONS

CONDITION(S): Provided administrative documents, forms, personnel, local policy, and references.

STANDARD(S): To provide reliable, secure, fast and flexible communication, per the references.

PERFORMANCE STEPS:

1. Supervise personnel.
2. Maintain files and directives.
3. Monitor performance and evaluation system.
4. Ensure adherence to classified material handling system.
5. Ensure required reports are submitted on time.
6. Ensure correspondence prepared per current directives.
7. Ensure turnover folders and desktop procedures are maintained per current directives.
8. Maintain schedule of inspections.
9. Assist in budget preparation.
10. Draft unit's CIS SOP.
11. Ensure message handling procedures are per current directives.
12. Identify personnel shortages and overages.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: MSgt

REFERENCE(S):

1. Applicable Technical Publications/Manuals
2. MCO P4790.2, MIMMS Field Procedures Manual
3. SECNAVINST 5510.30_, Department of the Navy Personal Security Program

TASK: 0699.01.05 (CORE) VALIDATE TACTICAL SWITCHING SYSTEM PLAN

CONDITION(S): Provided planning documents and references.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: MSgt

REFERENCE(S):

1. Applicable Technical Publications/Manuals
2. MCWP 3-1, Ground Combat Operations
3. MCWP 6-22, Communication and Information Systems

TASK: 0699.01.07 (CORE) VALIDATE SINGLE CHANNEL RADIO PLAN

CONDITION(S): Provided planning documents and references.

STANDARD(S): To ensure the plan meets the requirements, per the references.

PERFORMANCE STEPS:

1. Validate CEOI requirements.
2. Validate retransmission requirements.
3. Validate Radio Wire Integration (RWI) plans.
4. Validate Electronic Remote Fill (ERF) update plan.
5. Ensure COMSEC procedures are adhered to.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: MSgt

REFERENCE(S):

1. Applicable Technical Publications/Manuals
2. RBECs CEOI System
3. FM 24-18, Tactical Single Channel Radio Communications Techniques
4. MCWP 6-22, Communication and Information Systems

TASK: 0699.01.08 (CORE PLUS) PLAN INTEGRATION OF ENHANCED POSITION LOCATION AND REPORTING SYSTEM (EPLRS)

CONDITION(S): Provided with the concept of operations, Commander's intent, and references.

STANDARD(S): To participate with the planning functions required to integrate EPLRS Net Control Station into a Marine Air Ground Task Force or Joint Command and Control Network, per the reference.

PERFORMANCE STEPS:

1. Analyze concept of operations and Commander's intent.

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2. Consolidate user requirements.
3. Plan for EPLRS equipment siting and installation.
4. Identify transmission requirements.
5. Coordinate EPLRS voice radio requirements.
6. Request EPLRS frequencies for Position Location and, Identification, and Data communications nets.
7. Draft the plan.
8. Submit the plan for review.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: GySgt

REFERENCE(S):

1. Applicable Technical Publications/Manuals

DUTY AREA 02 - COMMUNICATION INFORMATION SYSTEMS INSTALLATION

TASK: 0699.02.01 (CORE) PERFORM COMMAND AND CONTROL (C2) SYSTEMS PLANNING

CONDITION(S): Provided planning documents and references.

STANDARD(S): To ensure reliable, secure, fast and flexible C2, per the references.

PERFORMANCE STEPS:

1. Analyze the concept of operations.
2. Conduct coordination with users, higher commands, subordinate commands, supporting units, and other services.
3. Determine system requirements.
4. Plan initial network configuration and changes to meet unit displacement factors, changes to the scheme of maneuver, and to overcome poor network performance.
5. Determine size, connectivity, and throughput.
6. Develop system block diagram.
7. Validate network timing plan.
8. Perform COMSEC planning.
9. Identify/Allocate resources.
10. Coordinate between MAGTF levels and with higher headquarters to resolve network problems.

INITIAL TRAINING SETTING: FLC Sustainment: 6 Req By: MSgt

REFERENCE(S):

1. Applicable Technical Publications/Manuals
2. CJCSM 6231, Joint Tactical Communication Systems Manuals
3. MCWP 6-22, Communication and Information Systems

TASK: 0699.02.02 (CORE PLUS) DIRECT INSTALLATION OF AN/TSQ-158(V)4 EPLRS NET CONTROL STATION NCS

CONDITION(S): Provided an EPLRS NCS and references.

STANDARD(S): To ensure proper installation of the EPLRS NCS, per the references.

PERFORMANCE STEPS:

1. Assign personnel.

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2. Select site location.
3. Inspect installation procedures.
4. Inspect security procedures.
5. Inspect safety procedures.
6. Correct discrepancies.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: GySgt

REFERENCE(S):

1. Applicable Technical Publications/Manuals
2. TM 11-5825-295-10, EPLRS

TASK: 0699.02.03 (CORE PLUS) DIRECT EMPLOYMENT OF AN/TSQ-158(V)4 EPLRS NCS

CONDITION(S): Provided an installed EPLRS NCS and the references.

STANDARD(S): Ensure operation of the EPLRS NCS, per the references.

PERFORMANCE STEPS:

1. Assess the requirements.
2. Establish the watch schedule.
3. Supervise the operation.
4. Inspect operating procedures.
5. Direct corrective actions.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: GySgt

REFERENCE(S):

1. Applicable Technical Publications/Manuals
2. TM 11-5825-295-10, EPLRS

TRAINING MATERIEL:

1. * AN/TSQ-158 (V) 4 Net Control Station (EPLRS)
2. * Computer Suite
3. * Software

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ENCLOSURE (6)

DUTY AREA 03 - COMMUNICATION INFORMATION SYSTEMS OPERATION

TASK: 0699.03.01 (CORE) SUPERVISE CIRCUIT SWITCH OPERATIONS

CONDITION(S): Provided planning documents and references.

STANDARD(S): To provide reliable, secure, fast and flexible circuit switch operations, per the references.

PERFORMANCE STEPS:

1. Review circuit switch data base
2. Validate circuit switch data base.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: MSgt

REFERENCE(S):

1. Applicable Technical Publications/Manuals
2. ULCS Staff Planners Guide
3. CJCSM 6231, Joint Tactical Communication Systems Manuals
4. FM 24-20, Tactical Wire and Cable Techniques
5. JCTC3A SPEC 9115, Technical Interface Specifications for DSN to Tactical Analog Gateways
6. MCWP 6-22, Communication and Information Systems
7. TM 08440A-12/2-2, System Interface Manual Central Office Telephone Automatic AN/TTC-42

TASK: 0699.03.02 (CORE) SUPERVISE EXECUTION OF TERRESTRIAL TRANSMISSION SYSTEMS PLAN

CONDITION(S): Provided planning documents and references.

STANDARD(S): To provide reliable, secure, fast and flexible terrestrial transmission systems, per the references.

PERFORMANCE STEPS:

1. Reconfigure external network interfaces, as required.
2. Reconfigure network COMSEC functions, as required.
3. Ensure adherence to network timing plan.
4. Update network planning data and reporting procedures, as required.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: MSgt

REFERENCE(S):

1. Applicable Technical Publications/Manuals
 2. CJCSM 6231, Joint Tactical Communication Systems Manuals
 3. MCWP 6-22, Communication and Information Systems
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TASK: 0699.03.03 (CORE) SUPERVISE EXECUTION OF SINGLE CHANNEL RADIO PLAN

CONDITION(S): Provided planning documents, designated equipment, and references.

STANDARD(S): To provide reliable, secure, fast and flexible communication, per the references.

PERFORMANCE STEPS:

1. Reconfigure system, as required.
2. Ensure adherence to radio plan.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: MSgt

REFERENCE(S):

1. Applicable Technical Publications/Manuals
2. ACP-125, Communications Instruction for Radio Telephone Procedures
3. ACP-131, Communications Instruction - Operating Procedures
4. FM 24-18, Tactical Single Channel Radio Communications Techniques
5. MCWP 6-22, Communication and Information Systems

TRAINING MATERIEL:

1. Radio Equipment, as applicable
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TASK: 0699.03.04 (CORE) SUPERVISE EXECUTION OF INFORMATION SYSTEMS NETWORK PLAN

CONDITION(S): Provided planning documents and references.

STANDARD(S): To provide reliable, secure, fast and flexible information systems networks, per the references.

PERFORMANCE STEPS:

1. Validate information systems network plan.
2. Ensure adherence to routing plan between data network, various data exchange networks, and gateway access.

3. Direct reconfiguration of information systems network, as required.
4. Perform periodic inspections of CIS facility.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: MSgt

REFERENCE(S):

1. Applicable Technical Publications/Manuals
2. CJCSM 6231, Joint Tactical Communication Systems Manuals
3. MCO P5230.14, Marine Corps Data Network (MCDN) Management and Control Manual
4. MCWP 6-22, Communication and Information Systems

TASK: 0699.03.05 (CORE) DIRECT CIS CONTROL OPERATIONS (TECHCON/SYSCON)

CONDITION(S): Provided CIS planning documents and references.

STANDARD(S): To ensure reliable, secure, fast and flexible CIS control operations, per the references.

PERFORMANCE STEPS:

1. Review circuit activation and restoration priorities.
2. Direct TECHCON/SYSCON efforts.
3. Supervise the activation and deactivation of circuits.
4. Supervise TNAPS data base.
5. Brief CIS status, as required.
6. Supervise/Make emergency adjustments to existing CIS systems.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: MSgt

REFERENCE(S):

1. Applicable Technical Publications/Manuals
2. SOP, UNIT
3. MCWP 6-22, Communication and Information Systems

TASK: 0699.03.06 (CORE) SUPERVISE EMPLOYMENT OF SATELLITE TRANSMISSION SYSTEMS

CONDITION(S): Provided planning documents and references.

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STANDARD(S): To provide reliable, secure, fast and flexible satellite transmission systems, per the references.

PERFORMANCE STEPS:

1. Coordinate with DISA and RSSC for satellite availability to meet requirements.
2. Validate the requirement.
3. Validate satellite access request (SAR) with DISA and RSSC.
4. Validate gateway access request (GAR) with DISA and RSSC.
5. Validate satellite access authorization (SAA) with DISA and RSSC.
6. Validate UHF Tactical Satellite (TACSAT) channel assignment request.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: MSgt

REFERENCE(S):

1. Applicable Technical Publications/Manuals
2. DISANMOC CONNEX Plan
3. ASC-1, GMFSC Operator Procedures
4. ASC-3, GMFSC Management Policy and Procedures
5. CJCSM 6231, Joint Tactical Communication Systems Manuals
6. DCAC 310-130-1, Defense Communications System Telecommunications Service Requests
7. DOI-103, DSSCS
8. JCTC3A SPEC 9115, Technical Interface Specifications for DSN to Tactical Analog Gateways
9. JT PUB SERIES 6-05, Manual for Employment of Joint Tactical Communications
10. JTC3A HDBK 8000, Joint Connectivity Book
11. MCWP 6-22, Communication and Information Systems

TASK: 0699.03.07 (CORE) MONITOR PERSONNEL GAINS/LOSSES

CONDITION(S): Provided a copy of the activity T/O, personnel roster, a list of personnel inbound/outbound, and references.

STANDARD(S): To ensure personnel are properly joined, dropped, or transferred, per the references.

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ENCLOSURE (6)

PERFORMANCE STEPS:

1. Contact the CMC (MMEA) regarding incoming personnel.
2. Ensure proficiency/conduct marks and fitness reports are properly submitted for transfer personnel.
3. Check-in all newly assigned personnel.

INITIAL TRAINING SETTING: FLC Sustainment: 6 Req By: MSgt

REFERENCE(S):

1. Applicable Technical Publications/Manuals
 2. SOP, UNIT
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TASK: 0699.03.08 (CORE) SUPERVISE EXECUTION OF CIS PLANS AND ORDERS

CONDITION(S): Provided planning documents and references.

STANDARD(S): To provide reliable, secure, fast and flexible CIS, per the references.

PERFORMANCE STEPS:

1. Ensure employment of CIS.
2. Coordinate CIS control.
3. Establish CIS control.
4. Maintain CIS control.
5. Coordinate with joint CIS agencies, as required.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: MSgt

REFERENCE(S):

1. Applicable Technical Publications/Manuals
 2. CJCSM 6231, Joint Tactical Communication Systems Manuals
 3. JT PUB SERIES 6-05, Manual for Employment of Joint Tactical Communications
 4. MCWP 6-22, Communication and Information Systems
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TASK: 0699.03.09 (CORE PLUS) ENFORCE ADHERENCE TO COMSEC PROCEDURES

CONDITION(S): Provided appropriate directives and references.

STANDARD(S): To ensure communication and information security, per the references.

PERFORMANCE STEPS:

1. Ensure physical, cryptographic, transmission, and emission security are maintained.
2. Establish COMSEC awareness training.
3. Report COMSEC violations.
4. Correct security violations.
5. Enforce command and control communication protection.
6. Review personnel security clearance and access.

INITIAL TRAINING SETTING: MOJT Sustainment: 12 Req By: MGySgt

REFERENCE(S):

1. Applicable Technical Publications/Manuals
2. CJCSM 6231, Joint Tactical Communication Systems Manuals
3. CMS-1_, COMSEC Material System Policy & Procedures Manual
4. MCWP 6-22, Communication and Information Systems
5. NAG-16, Field Generation and Over-the-Air Distribution of COMSEC KEY in Support of Tactical Ops and Exercises
6. SECNAVINST 5510.30_, Department of the Navy Personal Security Program

TASK: 0699.03.10 (CORE PLUS) MONITOR INTERNAL CORRESPONDENCE

CONDITION(S): Provided correspondence and references.

STANDARD(S): To ensure appropriate action is taken by the proper section/work center, per the references.

PERFORMANCE STEPS:

1. Review messages from communication center or through the guard mail.
2. Assign action to appropriate section and completion date.
3. Date and route to appropriate section.
4. Maintain file copy of route data.
5. Monitor progress, action must be completed by the due date.
6. Maintain file copy of completed action.

INITIAL TRAINING SETTING: MOJT Sustainment: 6 Req By: MSgt

REFERENCE(S):

1. Applicable Technical Publications/Manuals
2. NTP-3, Plain Language Address Directory (PLAD)

DUTY AREA 04 - COMMUNICATION INFORMATION SYSTEMS PERSONNEL TRAINING

TASK: 0699.04.01 (CORE) INSPECT FUNCTIONAL AREAS

CONDITION(S): Provided checklist and references.

STANDARD(S): To ensure adherence to procedures/regulations and unit SOP, per the references.

PERFORMANCE STEPS:

1. Schedule inspection of all functional areas.
2. Execute the inspection process.
3. Identify type of discrepancies.
4. Ensure corrective action.
5. Re-inspect, as required.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: MSgt

REFERENCE(S):

1. Applicable Technical Publications/Manuals
2. SOP, UNIT
3. MCO P4790.2, MIMMS Field Procedures Manual
4. TM 4700-15/1, Equipment Record Procedures
5. TM 4790.2_, MIMMS Field Procedures Manual
6. UM 4790-5, MIMMS (AIS) FMSS

TASK: 0699.04.02 (CORE) DETERMINE NEED FOR MODIFICATION OF ALLOWANCE (MOA)

CONDITION(S): Provided a units T/O + E and references.

STANDARD(S): To ensure mission and operational requirements are met, per the references.

PERFORMANCE STEPS:

1. Analyze mission and operational requirement.
2. Review unit TO/TE and MAL.
3. Identify discrepancies.
4. Submit modification request.

INITIAL TRAINING SETTING: FLC Sustainment: 12 Req By: MSgt

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REFERENCE(S):

1. Applicable Technical Publications/Manuals
2. MCO P4790.2, MIMMS Field Procedures Manual